



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PUBLIC HEALTH NURSE IV

Class No. 004570

■ CLASSIFICATION PURPOSE

Under direction, to supervise, coordinate and direct subordinates; to perform professional public health nursing duties in homes, public health centers, and other community settings; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Positions in this class are found only in the Health and Human Services Agency (HHSA). Public Health Nurse IVs are responsible for providing first-line supervision and implementing nursing programs to subordinate Public Health Nurses and other support staff. This class differs from the next higher level, Public Health Nurse Manager, in that the latter plans, directs, and coordinates the activities of a public health center. This class differs from the next lower class, Public Health Nurse III, in that the latter is a lead/expert level class that provides consultation and assists in the supervision of lower level staff within a public health program.

■ FUNCTIONS

The examples of essential functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, directs, coordinates, schedules, trains, and evaluates the work of public health nurses engaged in a variety of nursing and health care programs.
2. Coordinates nursing programs with other social and health service agencies, educational agencies, and the community.
3. Represents HHSA on committees as necessary.
4. Provides information to members of the public and county and non-county agencies.
5. Prepares appropriate reports.
6. May assist in the development of new public health nursing programs.
7. May assist in the management of public health clinics.
8. Conducts home visits in urban and rural communities.
9. Examines patients to identify health problems.
10. Assesses individual and community health needs.
11. Provides courteous, high quality service to members of the public by personally responding to requests for service or making appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Public health practices and the application of nursing knowledge, principles and skills for the promotion of health and the prevention of communicable diseases and disability.
- General nursing skills and practices in the areas of maternal and child health, adult health, and medical and surgical nursing and communicable disease control.
- Community resources and how to develop and utilize them.
- Current developments in public health nursing.

- Nutrition and preventive health practices.
- Cultural differences in health care.
- Child growth and development.
- Mental health and psychiatric nursing.
- Ordinances, rules and regulations governing public health services and nursing practices.
- Supervision and training principles and techniques.
- The General Management System in principle and in practice.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

- Plan, organize, direct and evaluate the work of subordinates.
- Teach effective caseload management.
- Communicate effectively, orally and in writing.
- Adapt to various cultural, physical, and behavioral conditions of patients and environment.
- Prepare accurate, concise and appropriate records and reports.
- Supervise and teach both individuals and groups.
- Perform patient examinations and interview and assess patients.
- Establish and maintain cooperative relationships with hospitals, clinics, community agencies and health professionals.
- Function as a role model in promoting professional nursing skills.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact and diplomacy.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. A bachelor of science degree from an accredited college or university, or certified equivalency for foreign studies in nursing AND four (4) years of experience as a Registered Nurse. At least three (3) years of this experience must have been under the direct supervision of an official public health agency with a generalized public health nursing program; OR,
2. A bachelor of science degree from an accredited college or university, or certified equivalency for foreign studies in nursing AND four (4) years of experience as a Registered Nurse working with at least one of the following groups: pregnant women, infants and toddlers, parents, adults and children with tuberculosis, community groups regarding maternal and child health issues and communicable disease.

Note: A master's degree in nursing or health related field can substitute for one year of registered nursing experience.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent: sitting, walking, neck and waist bending, repetitive using of hands, simple grasping and fine hand manipulation, pushing and pulling of hand, and reaching above and below shoulder level. Occasional: standing, squatting, climbing, power hand grasping. Must be able to lift up to 11 lbs., and occasionally 25 lbs.

■ SPECIAL LICENSES, NOTES, OR REQUIREMENTS

License

Valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Valid California Registered Nurse License is required at time of application.

Certification/Registration

Valid Public Health Nurse Certificate from a State Public Health Nursing or other regulatory agency is required at time of application.

Valid CPR card required at the time of appointment and must be maintained throughout employment.

Note: Some positions require that incumbents acknowledge that they are aware of child abuse reporting requirements and agree to comply with them in accordance with California Penal Code Section 1166.5.

Working Conditions

May be subjected to patients with communicable diseases and persons that may be potentially hostile or violent. May travel to community areas that are potentially dangerous.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: June 25, 1982
Revised: August 30, 2002
Reviewed: Spring 2003
Revised: May 26, 2004
Revised: October 5, 2004
Revised: January 2006 - VEC